

2017-2018

# NJSCA HANDBOOK



# FOR COACHES

16th Edition

# Contents

<b>Message From The NJSIAA Executive Director .....</b>	<b>3</b>
<b>The Successful Coach .....</b>	<b>4</b>
<b>The Coach as a Role Model .....</b>	<b>4</b>
<b>Coaching Expectations And Responsibilities .....</b>	<b>5</b>
<b>ACCREDITATION AND EMPLOYMENT ISSUES .....</b>	<b>10</b>
<b>SPORTSMANSHIP .....</b>	<b>12</b>
<b>DISQUALIFICATION OF COACHES/PLAYERS .....</b>	<b>14</b>
<b>NJSIAA Steroids Policy .....</b>	<b>18</b>
<b>NJSIAA Mission Statement .....</b>	<b>21</b>
<b>Athlete Participation Limitations .....</b>	<b>22</b>
<b>Out of Season Guidelines .....</b>	<b>22</b>
<b>Guidelines for Thunder/Lightning Safety .....</b>	<b>27</b>
<b>INSURANCE BENEFITS .....</b>	<b>28</b>
<b>NJSIAA Concussion Policy .....</b>	<b>32</b>
<b>PRE-SEASON PRACTICE GUIDELINES FOR FALL SPORTS .....</b>	<b>34</b>
<b>1INDIVIDUAL MEMBERSHIP APPLICATION ..</b>	<b>36</b>
<b>NJSIAA Rules Interpreters .....</b>	<b>37</b>
<b>Coaches Code of Ethics .....</b>	<b>38</b>

## Message From The NJSIAA Executive Director

### “Coaches Make the Difference”

All of us who have participated and coached at the high school level recognize how important the bond between the student-athlete and the coach is. The coach clearly is a role model, for better or worse, for the student-athlete. This is truer today than ever before given that family and societal support exists to a far lesser degree today than in the past.

Coaches have made athletics the most cost-efficient and educationally accountable aspect of secondary school. Nowhere in education do you find it as often as you do in school athletics that teachers are teaching what they want to teach, to students who are learning what they want to learn, and both are willing to work hour after hour on their own time, after school, to make certain that everything that can be taught is taught, and everything that can be learned is learned.

Coaches may not be the reason students come out for sports, but they're usually the reason students stay. Coaches don't give students ability, but they discover or develop it. Coaches make both the quantitative and qualitative difference.

Coaches are the reason some schools win more than others. Coaches are the reason some schools have better sportsmanship than others. Coaches are the reason some schools have a more educationally based program than others. Coaches make the difference between a program of excesses and a program of education. Coaches are the critical link in the educational process of athletics, they are the critical link in the sportsmanship at contests, and they are the critical link in the traditions of success which some schools enjoy. It has always been so, and always will be so. Coaches are the delivery system of educational athletics, and they have delivered well!

Coaches, nothing that is done in high school athletics in this state is more important than what you do with your athletes' day-in-day-out during the season. Thank you for your essential contribution and, please, stay with your high calling. **You** make the difference.

## The Successful Coach

Learning is more important than winning. But your attention to the information in this book and your cooperation with the administrators of your school will help your teams be successful this year.

It is important that you see yourself as the teacher of students more than the coach. Your support of coaches of other sports and your encouragement that “your athletes” participate in other sports and school activities will help these students receive a complete educational experience that will serve them better than any one-dimensional experience.

The high school coaching profession is a unique calling to men and women who are interested in the total education of high school students. Boys and girls entering high school are placed in the charge of their coaches, and soon graduate from high school as adults to be challenged by the adult world.

Although the high school coach may occasionally contribute to the development of that rare athlete who will derive substantial future benefit from his or her skills, the overwhelming number of student athletes will leave organized sport upon graduation from high school. They will leave school armed with the “lessons of life” provided by their high school coaches.

Like any profession, coaching has its highs and lows, but if you are well prepared, they can be mostly highs. You can be a successful coach experiencing all of the highs without capturing a championship. Successful coaching is about much more than just winning games. Successful coaches help athletes master new skills, enjoy competing with others, and feel good about themselves. Successful coaches not only are well versed in the techniques and skills of their sport; they know how to teach those skills to young people. Successful coaches not only teach athletes sport skills, they also teach and model the skills needed for successful living in our society. Being a successful coach is an enormous challenge and places a heavy burden on the person serving as a coach. It demands a lot from each individual.

Your success as a coach will depend more on the beliefs and principles that guide the actions you take than on any factor. The decisions you make will determine how much success and enjoyment you and your athletes will have. The athletic environment and the coaches’ influence over his or her students will often exceed the intensity that exists within the classroom and in the traditional relationship between student and teacher. Coaches must be professional in the way that they teach and behave. They must recognize that they are always “on stage” and student-athletes look to them for examples of how to act.

### The Coach as a Role Model

- I. The Coach as a Role Model -The Coach Serves as a Model for Behavior
  - A. Dress neatly in appropriate attire
  - B. Be well-groomed
  - C. Work hard
  - D. Always display the best qualities of good sportsmanship –remember that actions (e.g. good sportsmanship) are more important than words
  - E. Be patient
  - F. Be supportive
  - G. Eliminate the use of foul and abusive language, or body language
  - H. Stress fair play
  - I. Foster a proper image
- II. The Coach as a Teacher of Youth
  - A. Set positive and realistic goals for each individual and for your team.
    1. Athletes and teams must have realistic goals. Short term – day to day, week to week, or contest to contest. (e.g. specific contest goals)  
Long term – Monthly, seasonal and multiple seasons.

2. Recognize individual and team limitations
3. Define success, which varies from group to group
4. Teach responsibility
  - a. Be predictable, punctual, and organized
  - b. Delegate responsibility, but do not relinquish supervision
  - c. Trust your athletes; they will trust you back
  - d. Produce a sense of pride through hard work
5. Be enthusiastic
6. Make it common knowledge that the lines of communication are always open between coach and the athlete/team.
7. Avoid sarcasm
8. Foster and constantly display respect for game officials.
- B. Be a communicator
  1. Motivate in positive terms
    - a. All young people look for leadership
    - b. Make it fun; do not motivate through fear
    - c. Demonstrate a sense of humor: a smile soothes much
  2. Be sensitive to individuals and the group
    - a. Blend sincere praise with constructive criticism—look for positive accomplishment. Consistent rewards can bolster confidence
- C. Be a technical (fundamentals) and tactical (team) expert
  1. Learn to recognize plateaus and staleness.
  2. Encourage a variety of skills and interests within your sport.
  3. Give a day off when it could help.
  4. Pressure can be reduced by carefully following game day “routines”
- D. Be a good and open listener; be a problem solver
  1. Conduct team meetings (discuss reasons for doing things)
    - a. Diet
    - b. Rest
    - c. Chemical health
- E. Students do not need or want their coach to be “another one of the boys or girls.” Strive to ensure that you are respected, and **deserve to be**.
- F. Promote good sportsmanship constantly and consistently.
- G. Promote those who have done their best; as many positive lessons are “learned” from a loss.
- H. Exhibit self-control at all times
  1. A coach’s actions often determine the action of others.
  2. Do not react from emotion or reflex.
- I. Foster a professional relationship with officials and respect for their authority.

### **Coaching Expectations And Responsibilities**

- I. Coaches professional and personal relationships and expectations
  - A. Rapport - A coach must be able to develop a good rapport with any number of individuals and groups; team personnel, the student body, the professional staff (faculty, administration, maintenance, etc.), the community as a whole, spectators, officials, fellow coaches in the conference, media representatives and the parents of his/her players. Good rapport and an image of competency are invaluable for the coach.
  - B. Cooperation - The district expects a maximum of cheerful give and take between all individuals associated in any degree with the comprehensive program. Coaches must work hand-in-hand with their athletic director, principal and other members of their staff.
  - C. Leadership - Diligence, enthusiasm, honesty and a love for the game are all part of a professional pride that should be exhibited by any coach. Personal appearance, dress, physical condition, following practice schedules and building positive attitudes are very important.
  - D. Discipline - Every facet of discipline is the coach’s responsibility. Individually, the coach becomes a model of all that the program represents - observation of school codes, training

rules, rules of the game, ideals of good sportsmanship, behavior of participants throughout the season-at home and away, and the conduct of the crowd - especially where the student body is concerned. Desire to do well, to win well, and to lose well, should be emphasized. Staff, players and spectators should be motivated toward established goals.

- E. Improvement - A Coach must constantly take advantage of opportunities presented for self-improvement. Attendance at district meetings, rules clinics, special workshops and clinics in specific fields and similar in-service training programs is a must. Membership should be maintained in professional organizations, coaches associations, and similar groups whose programs are geared toward greater achievement and fuller performance. Keeping abreast of current literature in professional journals, newspaper and magazine, and utilizing enrichment material available in other media forms is also expected.

## II. Coaches' techniques

- A. Use sound and acceptable teaching practices.
- B. Run well-organized practices.
- C. Complete preseason planning well in advance of starting date.
- D. Adhere to a highly efficient and technical sound program of injury prevention. When injuries do occur, follow a prescribed routine and maintain good communication with patient, trainer, doctor and parents.
- E. Construct a well-organized game plan.
- F. Develop a sound system for equipment accountability, including seasonal inventory, repair, reconditioning and replacement. All purchasing should be accomplished through the allocated budget.
- G. Keep assistant coaches, student managers and statisticians well informed as to what is expected. Cooperate fully with maintenance staff, transportation people and others similarly involved with the overall program.

## III. Coaches' responsibilities

- A. To the players on the team: The main reason for having athletic teams within the school is to help provide opportunities for young men and women to develop their respective capabilities to the fullest extent. Development of positive attitudes is an important means to accomplishing this aim. We must promote and teach only clean, aggressive and fair play, while stressing good sportsmanship at all times. The coach must be the leader and set the example.

The coach should be fair and unprejudiced with players, considering their individual differences, needs, interests, temperaments, aptitudes and environments.

Players have a right to expect coaches to have a genuine and up-to-date knowledge of that which they propose to teach. The safety and welfare should always be uppermost in the coaches' minds. The coach's primary responsibility is to the individual boy or girl. The athlete's family must not be ignored, however, since consideration must be given to the family and to their requests.

- B. To the school district: As a coach, you are a frequent topic of conversation at various community locations - the home, the work place and at other meetings of many civic organizations. You, as-well- as your reputation as a coach, are constantly under scrutiny.

Your actions and statements should always reflect confidence and respect for your school district. Much can be done by the coach in public contacts to build and maintain a high level of confidence in the athletic program and the school district

- C. To the school: A coach owes his/her school his/her efforts and loyalty at all times. He/she must constantly strive for excellence in all areas. To be effective, a coach must be respected. To be respected, good personal habits and neat appearance are important; but most important are the examples set by the coach. Being respected is much more important than being well-liked. Treat the faculty, the players, and the general students with the same honor and respect that you desire to be shown to you. Private, firm, fair, and constant discipline must be maintained.

The work of the coach must be an integral part of the educational program of the school. The coach should show mastery of the principles of education and consequent

improvement in teaching and coaching. The coach should give support to all endorsed activities of the school. At every opportunity, the coach should urge the student body to be polite, courteous, and fair to the visiting team.

- D. To the profession: A coach should continue professional growth in both the academic teaching area and the athletic coaching area. To best accomplish this, a coach should belong to the various coaching associations open to the profession.
- E. To fellow coaches: The makeup of a coaching staff is basically a quasi-autocratic society. The head coach must always be in command. Despite this position of authority, the wise coach will encourage independent thought on the part of the staff. An important factor is human relations skills which provide for an open exchange of ideas in a courteous, thoughtful manner.

A wise head coach will praise the assistants and award recognition whenever possible. Misunderstandings between coaches should be discussed as soon as possible and in an appropriate location and away from the athletes and other people not concerned with the program.

The head coach expects all staff to contribute a full measure of time, effort, thought and energy to the program. The assistant coaches must be willing and able to do things that they may not wish to do, or even like to do. They must fulfill the responsibility to the head coach, the athletes, and the sport itself.

It is difficult to be a good assistant coach; however, the success of the school, the team and the coaching staff is dependent upon the quality and effort of the assistant coaches.

- F. To other coaches in your school: One must always bear in mind that his or her sport is not the only sport; it is only part of the total athletic and educational program of the school. Therefore it is important to support, promote and cooperate with all the other coaches and activity sponsors for the well-being of the total program. A coach should support and serve fellow coaches whenever possible. All remarks should reflect confidence in one's fellow coaches. A strong, harmonious, interpersonal relationship must exist among coaches and other faculty members.
- G. To faculty members: A coach is responsible for cooperating with every faculty member on the staff. If the coach cooperates with the teachers of academic subjects by allowing an athlete to make up a test on practice time, he/she can be certain that cooperation and help will be returned twofold by other faculty members to keep the athletes eligible and to get that extra helping hand when the going gets tough.
- H. Physical plan: Each coach is responsible for the following;
  1. Keeping practice areas and locker areas rooms in order.
  2. Storing equipment neatly and using equipment properly. Pride in the equipment and facilities are a primary importance to athletes and coaches.
  3. Keeping storage areas locked.

#### IV. Duties of a coach

- A. Provide safe environments.
- B. Properly plan an activity.
- C. Evaluate athletes or students for injury
- D. Match or equate athletes.
- E. Provide proven effective equipment
- F. Warn of inherent risks of the sport.
- G. Supervise closely.
- H. Know and use emergency procedures and use first-aid
- I. Keep adequate records.
- J. Know, document, post and operationalize school policies

- V. Coaches' liability:
- A. Coaches can be sued for failure to teach fundamentals in their particular sports and protective skills.
  - B. Coaches should teach athletes to protect themselves.
  - C. Coaches should teach proper fundamentals.
  - D. If athletes are praised or encouraged doing something improperly, it will come back to haunt you.
  - E. Negligent entrustment (entrusting authority/activity to someone who is not qualified to carry out that particular authority/activity).
    1. Assistant Coaches
    2. Volunteer coaches
  - F. Athletes and parents must be warned of the inherent dangers of competition in each sport, before practice begins.
- VI. Coaches' obligation to supervise:
- A. If you are not there, you will be liable.
  - B. The more hazardous or the more contact, all the more closely the activity must be supervised. (Senior captain must never supervise any drill.)
  - C. You must be at least immediately accessible.
    1. Accessible to all aspects of practice or activity. (Head coach spends time here and there)
  - D. Systematic supervision
    1. Written itinerary
    2. Emergency policies
    3. Locker rooms rules/regulations, posted
- VII. School policy
- A. The coach must know school policy in every situation.
    1. If school policy does not exist, go to the Board/Superintendent
    2. If you fulfill school policy, you automatically fulfill your duties as a reasonably prudent administrator or coach.
    3. Know if you have school policy and do not deviate from it.
    4. Adopt the policy rules of the superior administrative agencies.
- VIII. Health and safety issues
- A. Over the last twenty years, through thousands of lawsuits, the courts have defined and continue to define the legal responsibilities of a coach. Sport litigation continues throughout the country. No coach is immune from legal action, but there are well-established procedures that can reduce the risk of being sued. There are several obligations each coach must accept as part of his/her duties. These obligations are:
    1. Coaches have a duty to properly plan the activities for the athletes under their supervision. This responsibility has been repeatedly so ruled in court cases.
    2. Coaches have a duty to teach skills correctly and thoroughly so that athletes are not injured and so that their actions do not injure others.
    3. The coach must provide a safe physical environment for the activities that will take place.
    4. It is a coach's obligation not only to provide adequate and proper equipment, but also to explain its correct use and any unique characteristics of that equipment.
    5. There is an obligation for coaches to match their athletes by size and age. This, of course is especially pertinent in contact and collision sports. It is also, however, relevant in sports where balls are thrown or hit to players.
    6. A coach must always evaluate his/her athletes for injury or incapacity. This is a duty that should be shared with other professionals. Coaches must insure the athlete's health is satisfactory for participation and that the athlete is not playing while injured.
    7. The duty of a coach to supervise all activities cannot be stressed too much. There are times that general supervision is satisfactory, and there are other times when that supervision must be more specific. As a coach you must be immediately



accessible to the activity, alert to any conditions that may be dangerous, and ready to react immediately to any emergencies.

8. The coach is responsible to provide instructions regarding the safety of the sport. You are expected to warn your athletes of any inherent risks and how to react to any potentially dangerous situations.
  9. A coach has the duty to provide or secure appropriate medical assistance for injured athletes that you coach. If medical assistance is not immediately available you have a duty to provide appropriate first aid.
  10. A coach must reduce his/her risk of losing a lawsuit by keeping adequate records, providing safe transportation, and have properly trained assistant coaches.
  11. A coach must check equipment on a regular basis. Make sure it fits properly. If an injury should occur, equipment should be labeled sequestered. If the injury is on film, study film and keep it.
- B. The best way to avoid ruinous litigation is to always take a positive approach and do what is best for your athletes. Legal liability is a responsibility or duty to others that is enforceable by court. Negligence is a legal term for failure to fulfill a responsibility or duty. Negligence is determined when three conditions are met; you have a legal duty; there was an injury to someone to whom you had a duty; and your failure to fulfill the duty caused the injury.

#### IX. Reasons for coach and administrator liability

- A. Failure to supervise an activity
- B. Negligently entrusting a duty to an under-qualified or unqualified individual.
- C. Failing to teach proper skills
- D. Failing to teach protective skills
- E. Failing to provide and maintain a safe coaching and playing environment
- F. Failing to inspect, repair, recondition, equipment properly.
- G. Failing to teach athletes to inspect their own equipment.
- H. Failing to provide proper effective equipment.
- I. Failing to properly play an activity.
- J. Failing to create and set policies and procedures for an activity.
- K. Failing to follow and enforce such policies and procedures.
- L. Failing to adopt safety standards of pertinent superior administrative organization.
- M. Failing to match or equate athletes
- N. Failing to properly administer first –aid
- O. Failing to warn of inherent dangers of the activity.
- P. Failing to assess an injury or incapacity in an athlete.
- Q. Failing to keep adequate and accurate records.

#### X. Coaching rules to live by

- A. Upholding and enforcing all rules is crucial to success-not only in letter but also in spirit.
- B. Good sportsman is more than just a slogan-it's a way of living
- C. You are more than just a coach. You are an adult leader and your number one concern must be for the welfare of the student athlete.
- D. The athletes who play for you look to you for leadership. Your actions set the tone that your players follow.
- E. Not only are you a leader, you are a role model. . You must set a positive example for your players to follow.
- F. Exhibit a genuine respect for opponents and officials.
- G. Treat your player with respect and coach with enthusiasm-not some of the time but, all of the time.
- H. Always remember the responsibilities that you owe to the school, community, parents and athletes.
- I. Know your players as individuals and be free with your praise.
- J. Know your own limitations. Recognize what you can control and when you must ask for help.
- K. Be aware of a problem among team members. Seek out appropriate staff members who are trained to help.

PROCEDURE - ATHLETIC COACHES-  
CERTIFICATION AND EMPLOYMENT ISSUES

**Coaching Accreditation Rule**

A person shall be eligible to coach in any interscholastic contest, provided the person satisfies all of the conditions listed below (For the purposes of this section, “coach” shall mean all persons who coach an interscholastic high school athletic team in any way, whether for pay or as a volunteer at the varsity, junior varsity and/or freshman level – ninth grade through twelve grade).

In addition to State Department of Education Regulations, the following regulations must be adhered to:

- A. The person’s appointment as coach must be approved by the local educational agency responsible for the member school at which the person coaches.
- B. All new coaches will have 120 days after being hired to register for the NFHS Fundamentals of Coaching (Blended Version) course. Upon completion of the classroom components, coaches will have sixty (60) days to complete the remaining four (4) components. A certificate of course completion must be submitted to respective athletic supervisors by June 30th to be eligible to coach at an NJSIAA member school for the subsequent school year.

**UNDER NO CIRCUMSTANCES MAY A COACH TAKE THE NFHS FUNDMENTALS of COACHING COURSE COMPLETELY ON-LINE**

- C. All coaches must hold a current certificate in CPR, AED and Basic First Aid. Online CPR/AED training courses do not satisfy this requirement.
- D. Beginning with the 2016-2017 school year all coaches must successfully complete a basic first aid course when renewing or completing CPR/AED certification.
- E. All coaches must have Concussion Awareness training through an on-line course or an in-service program, renewed annually.
- F. All coaches must obtain a “Heat Acclimatization Awareness and Wellness” certificate or its equivalent, renewed annually.
- G. Coaches currently in place, and/or who have experience coaching in an NJSIAA high school prior to the 2006-2007 school year, will be exempt from provisions B above. (While experienced coaches will not be required to adhere to all of the provisions listed above, it is recommended that all coaches complete the NFHS Fundamentals of Coaching.)

**Note:** The above regulations do not apply to the coaches appointed by the school to accompany student athletes to individual events.

County Superintendents are involved in the approval of employment of athletic coaches in school districts under certain circumstances [N.J.A.C. 6:11-3.24].

The purpose of this information is to provide clarification of issues involving employment of coaches so that consistent decisions and advice are rendered to districts in all counties.

## Current Rules

The rules listed in N.J.A.C. 6:11-3.24 for employing coaches are as follows:

- (1) A person who is not certified as a teacher and not employed as a staff member by a district board of education cannot coach, provide instruction, or conduct games, events or contests in physical education or athletics during school time.
- (2) Under the Appellate Division's decision in Krupp v. Board of Education of the Union County Regional High School District #1, Union County, a district board that has advertised a coaching position may fill that position by selecting any candidate who is fully certified and meets the district's written qualifications regardless of whether that candidate is employed within the district.
- (3) If there is no qualified (according to board policies and advertised requirements) and certified applicant for a coaching vacancy, then the district may employ the holder of a county substitute certificate for a designated sports season. However, the Approval of the County Superintendent must be obtained prior to such employment. The chief school administrator must demonstrate to the County Superintendent that the vacant position had been advertised and that there was no qualified applicant based on the board's written standards for that position. The chief school administrator must provide a letter attesting to the prospective employee's knowledge and experience in the sport that he or she will coach.

This means:

- (1) Any person who is employed as a coach must be certified as a teacher or possess a county substitute certificate.
- (2) No person without a standard certificate or substitute certificate may hold a position of coach whether paid or unpaid. No uncertified person may serve as a "volunteer" coach.
- (3) A local board of education must have written qualifications for all coaching positions and, when seeking to fill positions, must advertise and select on the basis of the board's written policies and applicable provisions of the negotiated agreement.
- (4) In appointing athletic coaches, boards must comply with N.J.S.A.34:13A-23 which indicates that all aspects of coaching assignments are mandatorily negotiable within local bargaining unit and legally arbitral, except for the establishment of qualifications and hiring decisions. Nothing in the rules governing coaching positions would preclude a board of education from creating, pursuant to N.J.A.C. 6:11-4.6, paraprofessional aide positions to assist in the supervision of athletic activities under the direction of a certified coach. However, all such positions must be created and maintained in full compliance with the provisions of = 6:11-4.6, including requirements for written job descriptions and qualification standards, and approvals by, and annual reporting to, the County Superintendent. As with classroom aides employed to assist certified teachers, athletic paraprofessionals may function only under the direct supervision of a certified coach, or if not assisting with coaching duties, under the direct supervision of designated certified staff; they may not independently undertake coaching duties or any other duties requiring educational certification. Additionally, all persons employed by a district in a paraprofessional capacity (i.e., not serving on a volunteer basis) are subject to the criminal history record check law.

If a board contemplates the use of an aide (paid or unpaid), the policies of the local board must be adopted and in place regarding the type of position, and the rules of the league or conference to which the district belongs must be followed. Please contact your County Superintendent of Schools should you have any questions.

**Article IX**  
**SPORTSMANSHIP**

Section 1. Statement of Administrative Responsibility:

Member schools are expected to conduct their relations with each other at all levels of competition in a spirit of good sportsmanship in keeping with the objectives we have set for ourselves. Everyone involved has the obligation to clearly see his/her influence and act accordingly.

The Association acknowledges that the school administration is responsible for the athletic program, including the making of broad and specific policies relating to sportsmanship and the conduct of activities in the schools. The school Principal, for example, as the administrative head of his/her school, has the responsibility for establishing the principles of good sportsmanship in the minds of the entire school family. He/she realizes that the kind of sportsmanship that is practiced or displayed by the representatives of his/her school will reflect to its credit or otherwise.

The Principal, therefore, is the final authority responsible for all athletic activity of his/her school at whatever level of competition in which that school is engaged. In recognition of this authority and responsibility, the following general recommendations are suggested by the Association as a guide to school administrators with respect to sportsmanship policy.

Section 2. General Guideline Recommendations:

- A. Each school administration shall establish broad and specific policies and procedures relating to sportsmanship and to identify responsibilities of administrators, coaches and students to ensure their observance.
- B. Each school administration shall insist that personnel set good examples of deportment and sportsmanship and to correct those individuals at fault at a time convenient and in a manner adequate for the situation. Reporting of the action taken, in writing, to the NJSIAA by the Principal is mandatory.
- C. Each school administration shall utilize all appropriate occasions and means to emphasize desirable deportment and sportsmanship of all coaches, students and other personnel.
- D. The supervision of trips and "away" contests shall be such as to assure that the conduct of school representatives brings credit to themselves, their school and their sport. To this end, the Association advocates the full promotion of cooperative "host-guest" relationships between and among schools entering into athletic competition.
- E. Hazing – Continuing the focus on sportsmanship, citizenship and leadership, the NJSIAA encourages member schools to establish local policies, procedures and regulations pertaining to incidents of "Hazing."
- F. **COACHES MUST BE CAUTIONED NOT TO REFUSE TO PLAY OR TO COMPLETE A GAME/ MEET. SUCH DECISIONS ARE WITHIN THE JURISDICTION OF THE GAME/MEET OFFICIALS ONCE GAME/MEET HAS STARTED, OR REST WITH HOME MANAGEMENT AND/OR TOURNAMENT DIRECTOR IF THE GAME/MEET HAS NOT STARTED.**

Penalty – Any school whose coach violates Section 2.F shall be placed on probation by the Association for not less than one year from the date of violation, and shall not receive championship recognition from this Association in that sport, or enter any championship games, matches, meets or tournament sponsored by the Association in that sport unless the NJSIAA deems sufficient administrative action has been taken against the coach. Conditions of probation are outlined in the Bylaws, Article X, Section 2.A Probation. In addition, the coach will be fined a minimum of \$300.00.

Section 3. Association Responsibility:

The Association recognizes and appreciates that the influence and responsibility of the school administration with regard to good sportsmanship extends to all levels of competition. However, it must also be seen that the NJSIAA has been vested with the responsibility to ensure that all contests under its jurisdiction are conducted satisfactorily. In exercising its responsibility as it applies to the principles of good sportsmanship, the Association will be guided by the following rule:

**SPORTSMANSHIP RULE/POLICY**  
**HIGH STANDARDS OF COURTESY, FAIR PLAY AND SPORTSMANSHIP**  
**MUST BE FEATURED AT ASSOCIATION COMPETITIONS.**

(While this rule is a general statement and one which may be difficult to reduce to objective standards in terms of enforcement, it is the heart of the entire Association program. Good sportsmanship, respect for rules, respect for others, and fair play, are basically the motives through which an interscholastic athletic program is justified and defended.)

It shall be the responsibility of each member school to insure that all individuals employed by or directly associated with the athletic program, including its Student-Athletes, comport themselves in a sportsmanlike manner when representing their school, especially at interscholastic events.

Unsportsmanlike conduct shall subject the individual to disciplinary action. The member school with which the individual is associated may also be subject to disciplinary action if it is found that the member school's policies, actions, or failure to act, substantially contributed to the individual's conduct.

Unsportsmanlike conduct shall include but not be limited to the following:

- a. Any person (athletic department, staff member, Student-Athlete or a fan or spectator associated with a member school) who strikes or physically abuses an official, opposing coach, player, or spectator.
- b. Any person (athletic department, staff member, Student-Athlete or a fan or spectator associated with a member school) who intentionally incites participants or spectators to violent or abusive action.
- c. Any person (athletic department, staff member, Student-Athlete or a fan or spectator associated with a member school) who uses obscene gestures or profane or unduly provocative language or action towards officials, opponents, or spectators.
- d. Any school or athletic staff member who is publicly critical of a game official, opponents and/or opposing coaches/players.
- e. The administration of a member school will be responsible for the unsportsmanlike conduct of that school's fans or spectators.
- f. In addition to the NJSIAA disciplinary action, any violations of our sportsmanship rule, including, but not limited to disqualifications in the area of racial, ethnic, gender bias, will result in the NJSIAA contacting and working directly with the Conference and Community Agency (Human Rights/Civil Rights Group) which focuses in on this important aspect of social behavior as it relates to athletics.

*CL 1 Schools are not permitted to conduct pre-meet/game activities of an intimidating nature, e.g., the use of fog machines, the blaring of sirens or loud music/unusual sound effects, strobe/unusual lighting effects, or similar type activities.*

**Section 4. Executive Authority:**

- A. Investigation of complaints. The Association vests authority in its President and Executive Director to investigate and take appropriate action on any reported flagrant violation of the sportsmanship rule occurring during the regular season or NJSIAA tournament competitions. The President or Executive Director may request the school or league or conference to investigate the violation and report any action taken. The President or Executive Director may also refer the violation to the Controversies Committee for investigation.
- B. Bias incidents. In addition to any other investigation undertaken by a school, league, conference or the NJSIAA, the Executive Director shall forward to the New Jersey Division on Civil Rights any report of a violation of the sportsmanship rule resulting from harassing verbal or physical conduct related to race, gender, ethnicity, disability, sexual orientation or religion at an interscholastic event.

- C. Reported violations shall be resolved in a manner sufficient to correct the problem, and may range from a written statement of the findings by the Executive Director to the school administration, to appropriate disciplinary action.
- D. Any report of a violation of good sportsmanship occurring during an NJSIAA sponsored event, must be submitted in writing and posted within one hundred twenty (120) hours of the incident to the Executive Director of the Association with a copy to the alleged violator and/or his/her school.

## **Section 5. General Prohibition Against Performance Enhancing Drugs**

It shall be considered a violation of the sportsmanship Rule for any student-athlete to possess, ingest, or otherwise use any of the substances on the list of banned substances, without written prescription by a fully-licensed physician, as recognized by the American Medical Association, to treat a medical condition. Violations found as a result of NJSIAA testing shall be penalized in accordance with this policy. Violations found as a result of member school's testing shall be penalized in accordance with the school's policy. The NJSIAA policy shall consist of this general prohibition, the NJSIAA Steroid Testing Procedures, the NJSIAA Steroid Testing Protocol, and the NJSIAA Banned Drug Classes.

### **PROCEDURE – DISQUALIFICATION OF COACHES/PLAYERS**

The following guidelines will serve to implement, clarify and interpret the provisions of Note 4: Specific Sport Regulations, on pages 81-83 of the NJSIAA Handbook.

The rules in many sports are now providing explicit instructions as to the removal of a coach/player from the game and the designated area to which they are assigned. **IF THERE ARE ANY SPECIFIC PLAYING RULES WHICH REQUIRE DISQUALIFICATION WITHIN A SPORT, THE OFFICIAL MUST BE COGNIZANT OF THESE RULES AS THEY APPLY TO THAT SPECIFIC SPORT.** These circumstances have necessitated establishing specific guidelines for officials to follow when a coach/player is disqualified.

Whenever it becomes necessary to disqualify a coach from the game, the official should ascertain the availability of another coach or qualified faculty member who can assume responsibility for the team, and then employ the following procedures:

1. If the administrator or representative is able to designate such a person, the disqualified coach should be removed from the immediate area;
2. If the administrator or representative is not able to make this designation, the disqualified coach should be assigned to an area where the coach can visually observe the game and be available to protect the safety and welfare of the team. If the disqualified coach uses this privilege to communicate with the team or is again guilty of an unsportsmanlike act, the game shall be terminated and the Central Office of the NJSIAA notified in writing.
3. Any coach/player disqualified before, during or after an interscholastic event for unsportsmanlike flagrant verbal or physical misconduct will be disqualified from the next two (2) regularly scheduled games/meets, with the exception of football which will carry a one (1) game disqualification, at that level of competition and all other game(s) meet(s) in the interim at any level in addition to any other penalties which the NJSIAA or a league/conference may assess. Such disqualification prevents a coach/player from being present at the site.

*CL 1 Definition of not being present at the site means the disqualified player or coach is not to be present in the locker room, on the bus, on the sidelines, in the stands or site area before, during or after the game/meet.*

*Any player/coach in violation of this provision will be cause for forfeiture of those games during the period of disqualification.*

*Leave the premises upon disqualification; therefore, a player will be confined to the bench area to remain under the supervision of the coach. If said player continues to be disruptive or acts in an unsportsmanlike manner, the official may terminate the game/event.*

Officials must use discretion in exercising their prerogative as most often these situations call for a high degree of tact. The unruly coach should be dealt with in a stern but courteous manner the very first time actions prompt any cautioning by an official. This will usually forestall any punitive measures having to be taken at a later and more critical time of the game.

### Mechanics at Time of Disqualification

1. Call time out – stop the action.
2. Do not hurry – if player is disqualified, request player to accompany you to the coach – go directly to coach, if player hesitates – give a direct statement of explanation to the coach/player as to why “player” was disqualified – do not debate the issue – be professional, courteous and assertive. If coach is disqualified, same procedure applies.
3. Go to opposing coach, and give exact same statement.
4. Resume the game.

### Upon Conclusion of Game

1. If conditions permit, include a brief explanation of reason for disqualification, name and/or number of coach/player and offending school in each team’s scorebook before signing same, if signature is required.
2. Any questions relative to period of disqualification should be referred to NJSIAA. The official is not an enforcer of the additional game(s) disqualification; however, if the official is aware of the presence of a coach/player at a game during the disqualification period, the offending individual should be reported to the NJSIAA by the official.
3. The coach of the offending team (freshman, junior varsity, varsity has a dual responsibility with the official to report each disqualification to his/her Athletic Director in person or via phone by noon of the next day. Failure of a coach/official to follow the prescribed procedure in reporting the disqualification *does not* void the penalty and, if the official is at fault, it should be reported to the official’s Chapter Secretary and the NJSIAA.
4. A written report on the NJSIAA Disqualification Form (no other form will be accepted) must be forwarded to the offending school’s Principal by the official(s) within three (3) days of the disqualification; a copy of this report must also be forwarded to the official(s)’ Chapter Secretary and the NJSIAA Central Office. FAILURE TO FILE THESE REPORTS WILL RESULT IN PUNITIVE ACTION BY THE CHAPTER AND THE NJSIAA.
5. Any disqualification resulting from harassing verbal or physical related to race, gender, ethnicity, disability, sexual orientation or religion at an interscholastic event must be noted on the Disqualification Form, with a description of the offending conduct provided.
6. Disqualifications for Federated/Non-Member Schools will not be reported to the NJSIAA. Officials will forward D.Q. forms to the Federated School Ex. Sec. for their records. Any disqualifications for member schools will continue to be reported to the NJSIAA regardless of the opponent’s status.

### ATTENTION:

- (a) Once a coach/player has been disqualified, NO appeals will be honored from the player, coach, official or any other party. Disqualification is a judgment call and officials must be certain the act warrants disqualification. All complaints against an official must be directed to the official’s Chapter Secretary and the NJSIAA.
- (b) Any coach who is disqualified a second time in single or multiple sports within a 365 day period will be required to appear before the Controversies Committee.

### Clarifications – Disqualification Rule

The Cardinal Rule is:

- Officials officiate the game.
- Coaches coach the game.
- Players play the game.
- Concentrate on your area of the game.

*CL 1 Officials are reminded that prudent judgment should be utilized prior to any disqualification. An official may not have a “change of mind” after the disqualification has been enforced; there is no such condition as “the act was not serious enough for the player/coach to be disqualified from additional game(s).” All disqualification for flagrant, unsportsmanlike conduct will always carry the additional game(s) penalty; flagrant, unsportsmanlike conduct is not a “playing rule” violation. The determination of disqualification must be made at the time of the violation.*

*CL 2 Flagrant is a glaring action by a player or coach which is excessive physical play or unacceptable conduct as adjudged by the game/meet official(s).*

*CL 3 Regular season, rescheduled or tournament games which are in place prior to the disqualification will be used to satisfy the penalty; any games arranged by the school after the disqualification to be played during the disqualification period will be added to the penalty. Scrimmages cannot be used to satisfy the disqualification rule. The competition must begin in order to fulfill the requirements of the disqualification rule.*

*CL 4 "Not being present at the site" means the disqualified player or coach is not to be present in the locker room, on the sidelines, in the stands or site area before, during or after the game/meet. Any player/coach in violation of this provision will be cause for forfeiture of those games during the period of disqualification.*

*CL 5 Ejection or removal of a player for a specific sport rule will carry the disqualification penalty only when it includes a flagrant unsportsmanlike act.*

*CL 6 Seniors who are disqualified from their last game will serve the penalty in a subsequent sports season. When seniors are disqualified from their last game of their high school careers, member schools are required to take proper administrative action to discipline the offending student.*

*CL 7 Seniors who quit a sport and have not fulfilled their penalty in that sport, must serve it in the new sport before beginning playing in the new sport.*

*CL 8 Any player/coach disqualified in single or multiple sports for a second time will have the penalty doubled (i.e., in football -disqualified for two (2) games; all other sports – four (4) games. Disqualifications will count for 365 days from the date of the first disqualification.*

*CL 9 Any player with two or more disqualifications in the current season, prior to the start of an NJSIAA tournament, will be ineligible to compete in said tournament. A second disqualification for an individual in any game/meet/match supersedes NFHS rules in this regard.*

*CL 10 Any varsity team accumulating three or more player or coach disqualifications for flagrant unsportsmanlike conduct prior to the start of a tournament will not be permitted to participate in same. Seeded teams will forfeit their right to compete if a disqualification limit is reached prior to the start of the tournament for the team.*

*CL 11 Single/multiple sports – on the third offense; players disqualified will be suspended indefinitely, and must apply, in writing, to the NJSIAA through the office of their Principal for reinstatement. Disqualifications will count for 365 days from the date of the first disqualification.*

*CL 12 Any coach disqualified a second time in single or multiple sports in a 365 day period from the date of the first disqualification will be required to appear before the Controversies Committee with the Principal and the Athletic Director.*

*CL 13 Any coach who is disqualified and/or has three or more players on a team disqualified during the course of the preceding school year must pay a \$75 dollar fine to the NJSIAA and complete the NFHS Teaching and Modeling Behavior course. This course license must be obtained from the NJSIAA with the course completion certificate due to the NJSIAA within sixty (60) days of initial NJSIAA notification of the disqualification requirement.*

**NOTE: Any coach failing to fulfill his/her responsibility as it applies to CL13, would be suspended from coaching in any capacity at any NJSIAA member school until the successful completion of the NFHS Teaching and Modeling Behavior.**

#### **NEW PRE-GAME SPORTSMANSHIP MESSAGE**

The New Jersey State Interscholastic Athletic Association requires officials to enforce all rules regarding unsportsmanlike conduct by coaches and players.

There will be no tolerance for negative statements or actions between opposing players and coaches. This includes taunting, baiting, berating opponents, "trash-talking" or actions which ridicule or cause embarrassment to them. ANY VERBAL, WRITTEN, OR PHYSICAL CONDUCT RELATED TO RACE, GENDER, ETHNICITY DISABILITY, SEXUAL ORIENTATION OR RELIGION SHALL NOT BE TOLERATED, and COULD SUBJECT THE VIOLATER TO EJECTION, AND MAY RESULT IN PENALTIES BEING ASSESSED AGAINST YOUR TEAM. If such comments are heard, a penalty will be assessed immediately. Please inform your teams of the policy.



## **DEALING WITH BIAS INCIDENTS**

### **Frequently Asked Questions**

On June 5, 2013, the NJSIAA entered an agreement with the New Jersey Office of the Attorney General. The agreement called for the NJSIAA and the Attorney General's Office to join forces to help eliminate unsportsmanlike bias incidents from high school sports. These FAQs explain the new rules being adopted by the NJSIAA to accomplish this goal.

1. *What are the new rules relating to bias incidents at high school sports?*

The NJSIAA is amending its Sportsmanship Rule to make it clear that the principles of good sportsmanship are violated by "any person (athletic department, staff member, student-athlete, or a fan or spectator associated with a member school) who engages in harassing, verbal, or physical conduct related to race, gender, ethnicity, disability, sexual orientation, or religion at an interscholastic events."

In addition, the NJSIAA Bylaws will require the Executive Director to forward to the New Jersey Division on Civil Rights any reported violation of the Sportsmanship Rule resulting from harassing, verbal, or physical contact relating race, gender, ethnicity, disability, sexual orientation, or religion at an interscholastic event.

2. *How did these new rules come about?*

In the fall of 2012, the NJSIAA and the New Jersey Division on Civil Rights both received complaints describing alleged bias incidents at football games. NJSIAA staff met on several occasions with representatives from the Division on Civil Rights and agreed on a plan to combat this problem.

3. *How do these new rules change the existing rules?*

It has always been a violation of the Sportsmanship Rule for any person to intentionally incite participants or spectators to violent or abusive action. It has also been a violation of the Sportsmanship Rule for any person to use obscene gestures or profane or unduly provocative language or action toward officials, opponents, or spectators. In addition, sports officials have always had the power to disqualify a coach or player for unsportsmanlike flagrant, verbal, or physical misconduct.

What is new is that the NJSIAA is telling coaches, players, and officials that provocative language aimed at a player's race, ethnicity, religion, gender, disability or sexual orientation, is every bit as unsportsmanlike as obscene or profane language. Race-baiting, ethnic slurs, and taunting crosses the line and will not be tolerated on the playing field just as it is not tolerated in the classroom.

4. *Some commentators have said the NJSIAA is trying to eliminate trash talking in sports. Is this true?*

The NJSIAA realizes that it cannot eliminate trash talking. But there is a point at which trash talking crosses the line and becomes blatantly unsportsmanlike. Our new rules make that line clear.

5. *Is an official required to disqualify a player whenever he hears bias language?*

An official must always use his or her discretion when determining whether to disqualify a player or a coach. That discretion is based on the official's training and experience, as well as the game conditions and the overriding importance of maintaining player safety. If an official decides that the unsportsmanlike conduct crosses the line and merits disqualification, no warnings need to be given and the official's decision is final.

At the beginning of every interscholastic athletic contest the game official will read a statement to the team captains that says: "There will be no tolerance for negative statements or actions between opposing players or coaches. This includes taunting, baiting, berating opponents or 'trash talking' or actions which ridicule or cause embarrassment to them. It also includes harassing conduct related to race, gender, ethnicity, disability, sexual orientation, or religion. If such comments are heard, a penalty will be assessed immediately. We have been instructed not to issue warnings. It is your responsibility to remind your team of this policy."

6. *What happens when a bias incident is reported to the NJSIAA?*

The NJSIAA may investigate the incident itself or refer the incident to the school, league, or conference for investigation. Depending on the seriousness of the incident, additional sanctions can be imposed on the offending school, coach, or player. The NJSIAA will also forward every reported bias incident to the Division on Civil Rights.

7. *How does the new rule affect the conduct of fans and spectators?*

Schools are responsible for maintaining standards of good sportsmanship by their teams, students, spectators and fans. NJSIAA rules state that a "member school with which an individual is associated may be to subject to disciplinary action if it is found that the member school's policies, actions, or failure to act, substantially contributed to the individual's conduct."

If a spectator or fan engages in conduct that disrupts a game, the spectator or fan may be removed by host school management. Officials can work with host school management to identify disruptive individuals.

All schools, public and private, must enforce their own codes of conduct. Public schools have additional obligations under the New Jersey Anti-Bullying Bill of Rights Act. That state law prohibits harassment, intimidation, and bullying on school property and at school sponsored functions. Spectators and fans are subject to the school's anti-bullying policies, which are enforced by the schools themselves.

8. *Is this new rule a New Jersey State Law?*

No. The NJSIAA is an association of approximately 437 public and non-public high schools that regulates high school sports in New Jersey. The NJSIAA is not a state agency. The new rules have been agreed upon by the governing body of the NJSIAA and will be formally adopted at the NJSIAA executive committee meetings in September and October.

Section 5. Steroid Testing Policy

Each athlete must sign the following form to be eligible to participate in interscholastic sports in New Jersey:

**CONSENT TO RANDOM TESTING**

In Executive Order 72, issued December 20, 2005, Governor Richard Codey directed the New Jersey Department of Education to work in conjunction with the New Jersey State Interscholastic Athletic Association (NJSIAA) to develop and implement a program of random testing for steroids, of teams and individuals qualifying for championship games.

Beginning in the Fall, 2006 sports season, any student-athlete who possesses, distributes, ingests or otherwise uses any of the banned substances on the attached page, without written prescription by a fully-licensed physician, as recognized by the American Medical Association, to treat a medical condition, violates the NJSIAA's sportsmanship rule, and is subject to NJSIAA penalties, including ineligibility from competition. The NJSIAA will test certain randomly selected individuals and teams that qualify for a state championship tournament or state championship competition for banned substances. The results of all tests shall be considered confidential and shall only be disclosed to the student, his or her parents and his or her school. No student may participate in NJSIAA competition unless the student and the student's parent/guardian consent to random testing. By signing below, we consent to random testing in accordance with the NJSIAA steroid testing policy. We understand that, if the student or the student's team qualifies for a state championship tournament or state championship competition, the student may be subject to testing for banned substances.

\_\_\_\_\_  
Signature of student-athlete

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of parent/guardian

\_\_\_\_\_  
Date

## NJSIAA'S STEROID TESTING POLICY

In accordance with Executive Order 72, issued by the Governor of the State of New Jersey, Richard J. Codey, on December 20, 2005, the NJSIAA will test a random selection of student athletes, who have qualified, as individuals or as members of a team, for state championship competition.

1. **List of banned substances:** A list of banned substances shall be prepared annually by the Medical Advisory Committee, and approved by the Executive Committee.
2. **Consent form:** Before participating in interscholastic sports, the student-athlete and the student-athlete's parent or guardian shall consent, in writing, to random testing in accordance with this policy. Failure to sign the consent form renders the student-athlete ineligible.
3. **Selection of athletes to be tested:** Tested athletes will be selected randomly from all of those athletes participating in championship competition. Testing may occur at any state championship **site or at the school whose athletes have qualified for championship competition**
4. **Administration of tests:** Tests shall be administered by a certified laboratory, selected by the Executive Director and approved by the Executive Committee.
5. **Testing methodology:** The methodology for taking and handling samples shall be in accordance with current legal standards.
6. **Sufficiency of results:** No test shall be considered a positive result unless the approved laboratory reports a positive result, and the NJSIAA's medical review officer confirms that there was no medical reason for the positive result. A "B" sample shall be available in the event of an appeal.
7. **Appeal process:** If the certified laboratory reports that a student-athlete's sample has tested positive, and the medical review officer confirms that there is no medical reason for a positive result, a penalty shall be imposed unless the student-athlete proves, by a preponderance of the evidence, that he or she bears no fault or negligence for the violation. Appeals shall be heard by a NJSIAA committee consisting of two members of the Executive Committee, the Executive Director/designee, a trainer and a physician. Appeal of a decision of the Committee shall be to the Commissioner of Education, for public school athletes, and to the superior court, for non-public athletes. Hearings shall be held in accordance with NJSIAA By-Laws, Article XIII, "Hearing Procedure."
8. **Penalties.** Any person who tests positively in an NJSIAA administered test, or any person who refuses to provide a testing sample, or any person who reports his or her own violation, shall immediately forfeit his or her eligibility to participate in NJSIAA competition for a period of one year from the date of the test. Any such person shall also forfeit any individual honor earned while in violation. No person who tests positive, refuses to provide a test sample, or who reports his or her own violation shall resume eligibility until he or she has undergone counseling and produced a negative test result.
9. **Confidentiality:** Results of all tests shall be considered confidential and shall only be disclosed to the individual, his or her parents and his or her school.
10. **Compilation of results:** The Executive Committee shall annually compile and report the results of the testing program.
11. **Yearly renewal of the steroid policy:** The Executive Committee shall annually determine whether this policy shall be renewed or discontinued.

## 2017-18 NJSIAA Banned Drugs

IT IS YOUR RESPONSIBILITY TO CHECK WITH THE APPROPRIATE OR DESIGNATED ATHLETICS STAFF BEFORE USING ANY SUBSTANCE

### The NJSIAA bans the following classes of drugs:

- Stimulants
- Anabolic Agents
- Alcohol and Beta Blockers (banned for rifle only)
- Diuretics and Other Masking Agents
- Street Drugs
- Peptide Hormones and Analogues
- Anti-estrogens
- Beta-2 Agonists

Note: Any substance chemically related to these classes is also banned.

THE INSTITUTION AND THE STUDENT-ATHLETE SHALL BE HELD ACCOUNTABLE FOR ALL DRUGS WITHIN THE BANNED DRUG CLASS REGARDLESS OF WHETHER THEY HAVE BEEN SPECIFICALLY IDENTIFIED.

### **Drugs and Procedures Subject to Restrictions**

- Blood Doping
- Local Anesthetics (under some conditions)
- Manipulation of Urine Samples
- Beta-2 Agonists permitted only by prescription and inhalation
- Caffeine if concentrations in urine exceed 15 micrograms/ml

### **NJSIAA Nutritional/Dietary Supplements Warning**

Before consuming any nutritional/dietary supplement product, review the product with the appropriate or designated athletics department staff!

- Dietary supplements are not well regulated and may cause a positive drug test result.
- Student-athletes have tested positive and lost their eligibility using dietary supplements.
- Many dietary supplements are contaminated with banned drugs not listed on the label.
- Any product containing a dietary supplement ingredient is taken at your own risk.

NOTE TO STUDENT-ATHLETES: THERE IS NO COMPLETE LIST OF BANNED SUBSTANCES. DO NOT RELY ON THIS LIST TO RULE OUT ANY SUPPLEMENT INGREDIENT. CHECK WITH YOUR ATHLETICS DEPARTMENT STAFF PRIOR TO USING A SUPPLEMENT.

### **Some Examples of NJSIAA Banned Substances in Each Drug Class**

#### **Stimulants**

Amphetamine (Adderall); caffeine (guarana); cocaine; ephedrine; fenfluramine (Fen); methamphetamine; methylphenidate (Ritalin); phentermine (Phen); synephrine (bitter orange); methylhexanamine, "bath salts" (mephedrone) etc. exceptions: phenylephrine and pseudoephedrine are not banned.

#### **Anabolic Agents** (sometimes listed as a chemical formula, such as 3,6,17-androstenetrione)

Androstenedione; boldenone; clenbuterol; DHEA (7-Keto); epi-trenbolone; etiocholanolone; methasterone; methandienone; nandrolone; norandrostenedione; stanozolol; stenbolone; testosterone; trenbolone; etc.

#### **Alcohol and Beta Blockers** (banned for rifle only)

Alcohol; atenolol; metoprolol; nadolol; pindolol; propranolol; timolol; etc.

#### **Diuretics (water pills) and Other Masking Agents**

Bumetanide; chlorothiazide; furosemide; hydrochlorothiazide; probenecid; spironolactone (canrenone); triameterene; trichlormethiazide; etc.

#### **Street Drugs**

Heroin; marijuana; tetrahydrocannabinol (THC); synthetic cannabinoids (eg. spice, K2, JWH-018, JWH-073)

#### **Peptide Hormones and Analogues**

Growth hormone(hGH); human chorionic gonadotropin (hCG); erythropoietin (EPO); etc.

#### **Anti-Estrogens**

Anastrozole; tamoxifen; formestane; 3,17-dioxo-etiochol-1,4,6-triene(ATD), etc.

#### **Beta-2 Agonists**

Bambuterol; formoterol; salbutamol; salmeterol; etc.

ANY SUBSTANCE THAT IS CHEMICALLY RELATED TO THE CLASS, EVEN IF IT IS NOT LISTED AS AN EXAMPLE, IS ALSO BANNED!

IT IS YOUR RESPONSIBILITY TO CHECK WITH THE APPROPRIATE OR DESIGNATED ATHLETICS STAFF BEFORE USING ANY SUBSTANCE.

## **NJSIAA MISSION STATEMENT**

The NJSIAA, a private, voluntary Association serves its student/athletes, member schools and related professional organizations by the administration of education-based interscholastic athletics, which support academic achievement, good citizenship and fair and equitable opportunities.

We believe that member schools, along with their leagues and conferences, share these convictions:

- A safe and healthy playing environment is essential to our mission.
- Participation in interscholastic athletics enhances the educational experience of all students.
- Interscholastic athletics is a privilege.
- Excellence in both academics and athletics is pursued by all.
- Interscholastic participation develops good citizenship and healthy life-styles, fosters involvement of a diverse population and promotes positive school/community relations.
- Rules promote fair play and minimizes risks.
- Cooperation among members advances their individual and collective well-being.
- Training of administrators and coaches promotes the educational mission of the interscholastic experiences.
- Properly trained officials/judges enhance interscholastic competition.
- The NJSIAA is the recognized state authority on interscholastic athletic programs.

## **NJSIAA Interpretive Guidelines (Athlete Participation Limitations)**

The information contained herein is intended to be used by Athletic Directors and their coaches in review of the NJSIAA regulations as they relate to participation limitations.

The rules have been categorized in the three possible seasons (A) In Season (B) Out-of-Season (C) Summer Recess for easy access reading. The pages which appear after each segment are the locations in the NJSIAA Constitution, Bylaws and Rules & Regulations where the corresponding rule may be found.

We would advise you to review these rules carefully with the staff in order to protect your coaches and athletes from inadvertent violations which result in problems which can cause a great deal of consternation for all concerned.

The NJSIAA Constitution, Bylaws, Rules and Regulations has for all intent and purposes defined the twelve-month sequence of participation in the following manner:

(I.) In-Season (II.) Out-of-Season (III.) Summer Recess

### **I. In Season**

- A. The Constitution clearly stipulates this time frame by our Rules and Regulations and causes few problems with the exception of early season practice and the length of the seasons. The participation limits and association with coaches is clearly established and needs no elaboration here. (Rule 2)
- B. Athletes in some sections of the State play in out-of-school (non-school sponsored) competition which is not prohibited by our rules during the in-season period. This competition is not sponsored by the schools in any way and the NJSIAA does not sanction said participation which is a local option in that regard. (Rule 1, Sec. 8, Art. 1)

### **II. Out-of-Season Time Frame**

- A. Rule 1. Section 1. Definition. A Student-Athlete is a properly enrolled student at a member school who has attained team status in a particular sport; i.e., sophomore, junior varsity, and varsity. In-coming freshmen are subject to all out-of-season regulations in all sports in spite of not having attained team status.
- B. Rule 1. Section 7. All rules and regulations are in force for Seniors through the last date for an interscholastic event for that school during the Spring Sports Season because their eligibility remains in force to that date.
- C. Rule 1. Section 2. Out-of-Season Period. The out-of-season period shall be from the end of the season defined in Rule 2, Section 10 until the next official starting practice date for that sport, excluding the Summer Recess; that period from the last scheduled NJSIAA championship in June until September 1st.
- D. Rule 1. Section 2. PENALTY - Any school proved guilty of violating the out of season coaching restrictions included in Rules 1 and 2, shall be subject to the Penalties provided by Article X of the Bylaws, after a hearing by the Controversies Committee.
- E. Rule 1. Section 3. Intramurals. Although the NJSIAA philosophy relative to intramurals is that these programs should provide an opportunity for students not on interscholastic teams, nevertheless Student-Athletes are permitted to participate in all intramural activities during the out-of-season period, except those in which they have attained team status.
  - 1. Article 1... Weight-lifting or other conditioning programs during the out-of-season period are permissible when not limited to Student-Athletes.

2. Article 2... Coaches may supervise or serve as directors, including officiating of intramural, recreational, club, camp, or open-gym programs when the school district's Student-Athletes are not involved in their specific phase of the program during the out-of-season period.

F. Rule 1. Section 4. Open-Gym Programs. Student-Athletes are permitted to take part in this type of recreational program, but a coach of a specific sport activity in that Open-Gym Program is not permitted to be involved. Coaches may supervise Open-Gym Programs only when their Student-Athletes are not involved in that specific phase of the program during the out-of-season period. Open-Gym Programs involving a single sport in which only Student-Athletes are involved are interpreted as an attempt to circumvent the out-of-season rules.

***CL 1 An "open-gym" program is one in which a variety of recreational type activities are offered, i.e., badminton, basketball, volleyball, table tennis, and the like. Coaches at any level may not be present when their specific sport activity is a part of the Open-Gym Program. Single sports programs in which Student-Athletes are involved are interpreted as an attempt to circumvent the out-of-season rule if those sports are not on a rotation basis with at least two or more other sports activities during a calendar week using that facility. Responsibility for monitoring Open-Gym Programs should be with the athletic director and principal of the school.***

***CL (2) All specific sport activities have to be recreational in nature; therefore, practice routines, such as ,softball/baseball pitching, catching and batting, football place-kicking, golfing/putting, and similar routines are always interpreted as an attempt to circumvent the out-of-season rule.***

G. Rule 1. Section 5. Recreation and Club Programs. The NJSIAA does not have any jurisdiction over these programs conducted by outside organizations even though school facilities are used; however, school uniforms and other individually issued equipment may not be used by Student-Athletes. Coaches may not be involved when the school district's Student-Athletes are involved in that specific phase of the program during the out-of-season period. Coaches may be spectators.

***CL Schools, School organizations, or school-related groups such as Booster Clubs may not assist the Student-Athlete's participation or influence the sponsoring agency in non-school recreation and club programs during the out-of-season period.***

H. Rule 1. Section 6. Camps or Clinics. The NJSIAA does not restrict an individual's choice to attend any participatory camps or clinics; however, schools, school organizations, or school-related groups such as Booster Clubs may not assist the Student-Athletes' attendance at any camp or clinic during the out-of-season period; this includes providing uniforms, equipment, and funds related to the camp or clinic, including transportation; and coaches may not instruct their Student-Athletes. Coaches may be spectators.

***CL (1) There are no limitations or restrictions on member schools or their Student-Athletes at any time when attendance at non-school camps or clinics is of a non-participatory nature, i.e., as an observer rather than a participant.***

***CL (2) DURING THE OUT-OF-SEASON PERIOD, the NJSIAA does not restrict an individual's choice to attend a participatory camp or clinic; however, schools, school organizations, or school-related groups such as Booster Clubs may not assist the Student-Athletes' attendance at any participatory camp or clinic, this includes providing uniforms, equipment, and funds related to the camp or clinic, including transportation. Coaches may not be involved in any way with their Student-Athletes. Coaches may attend a participatory camp or clinic merely as spectators, however, they may not be involved in any way with their school's athletes, including being a***

**clinician, when their school's Student-Athletes attend that camp or clinic regardless of the format or the separation of stations at a clinic.**

- I. Article 2... Out-Of-Season Period - A Student-Athlete may compete on a non-school team with the approval of the school so long as individually issued school equipment, coaching, or other school services are not provided. (Rule1, Section 8)

**CL (1) The participant competes in Non-School/Non-Sanctioned events "unattached" i.e., not as a representative of the school and, therefore, schools school organizations and school-related groups such as Booster Clubs, Parents Clubs or Varsity Clubs may not assist the Student-Athlete's participation in any way.**

**CL (2) The NJSIAA does not permit the funding, in whole or in part, of participation in Non-School/Non-Sanctioned events by a Board of Education. This applies to Non-School/Non-Sanctioned events, e.g., the Dapper Dan, McDonald, and Derby Basketball Clinics, the Golden West Track Classic, and National High School baseball, tennis, wrestling, or similar games/events.**

- J. Rule 2. Section 11. Out-of-Season Period. Out-of Season practice is not permitted under the direction of an instructor or coach, or student leaders. This eliminates any kind of equipment under any form of instruction. The object of this explanation is to make clear the point that there shall be absolutely no practice during the out-of-season period for a particular sport. Any subterfuge or "sharp practice" shall be construed as a violation of this rule.

K. Non-School Activities

1. During the out-of-season period, the NJSIAA does not restrict an individual's choice to participate in a non-school activity or in an open-gym program in which the athlete has attained student-athlete status, i.e., all freshmen and those sophomores, juniors or seniors who have been on the roster of the J.V. or Varsity teams during the current season.
2. School-Related Organizations - During the out-of-season period, the school, school organizations such as Booster Clubs, Fathers' Club, Varsity Club and the like may not assist the student-athlete during the out-of-season period or provide individually issued equipment, uniforms, transportation or funds related to camp or clinic attendance when same is of a participatory nature.
3. Coaches/Student-Athletes - Coaches may not instruct their student-athletes during the out-of-season period; neither may they hold meetings nor any other way be involved with the student-athlete, including Open-Gym Programs. For Seniors, all rules apply through the last date of an interscholastic event for that school during the Spring Sports Season. When the same sport for Boys and Girls is conducted in different sports seasons, a student-athlete in that sport may not serve as manager of the team of the opposite sex and will be considered a violation of the out-of-season rule. Coaches may not exchange supervisory and/or coaching duties with another school's staff, including a multiple high school district, in their sport to circumvent the out-of-season rule.\*

Question: From what point may a coach not be involved with a school's student-athlete?

Answer: From the day the coach is appointed to coach a particular sport to the start of practice of that sport the following year, except for the summer recess. Non-school team involvement may begin after the last Spring NJSIAA Championship has been played.

4. Coaches' Meetings - Coaches may hold one, non-instructional meeting for the purpose of distributing try-out schedules medical forms, parent permission slips, etc. to returning lettermen and prospective team candidates. Strategy or techniques may not be discussed and neither may any physical activity take place.



III. Non-School Teams

- A. A member of a high school's coaching staff or faculty may not be involved in any way, including coaching, with a non-school team on which there are team members who participated on the freshmen, junior varsity, or varsity team of the coach's high school teams(s) in that sport until the day after the date of the latest scheduled date for NJSIAA Championships in the Spring Sports Season.
- B. PARTICIPATION CHART (OUT-OF-SEASON TIME FRAME)

	<u>Athletes</u>	<u>Coaches</u>	<u>School-Related Sponsorship</u>
Intramurals	(#1) No	Yes (w/a)	Yes
Open-Gym	Yes (w/c)	Yes (w/a)	Yes
Camps	Yes (w/c)	Yes (w/a)	No
Clinics/Participatory	Yes (w/c)	Yes (w/a)	No
Clinics/Non Participatory	Yes	Yes	Yes
Recreation Programs	Yes (w/c)	Yes (w/a)	No
Independent Play	(#2) Yes (w/c)	Yes (w/a)	No

(w/c) – Without Coach

(w/a) – Without Athletes

(#1) – If student has attained team status in the sport being offered. All Freshmen are considered to have team status.

(#2) – An athlete may compete on a non-school team (independent) with approval of the school. See Rule 1, Sec. 8, Art. 2 for Limitations.

C. Out-of-Season Time Frame

1. During this period athletes may not be involved in intramural in which they have attained team status. Coaches may participate in these programs as long as their players are not involved. (Rule 1, Section 3)
2. Open-gym and recreation participation are permitted for players as long as their coaches are not present. In the same vein, coaches may be involved but not with their athletes present. (Rule 1, Section 4, 5)
3. Camp/clinic participation is permitted for players provided their coaches are not involved. (Rule 1, Section 6)
4. While the open-gym programs can be sponsored by the member schools, recreation and camp/clinic sponsorship is prohibited. (Rule 1, Section 4)
5. A Student-Athlete may be involved with a non-school team with the approval of the school in accordance with our rule. (Rule 1, Section 8, Article 2)
6. All rules and regulations are in force for Seniors through the last date for an interscholastic event for that school during the Spring Sports Season because their eligibility remains in force to that date. (Rule 1, Section 7)

IV SUMMER TIME FRAME

- A.. **CL (3) DURING THE SUMMER RECESS a coach or Student-Athlete may not be sponsored or supported by a school or school-related group (example Booster Club) when team-interscholastic or individual competition takes place as part of the activity in camps, clinics, recreation programs/independent play. (Rule1, Section 6)**
- B **CL (1) Summer Recess practices do not count for “six day” interschool scrimmage or game provisions. Only those practices from the official opening of the Sports Seasons may be counted to fulfill this requirement. (Rule 2, Section 7)**
- C. Summer Recess - All restrictions are rescinded for practice for all sports from the last NJSIAA-scheduled championship in June to September 1st. Schools may issue any and all equipment for practice use during the summer recess and the local school district may determine to what extent the school, the coaches, and the students are to be involved in the “summer recess” program. (Rule 2, Section 11)
- D. Games/Scrimmages - Interscholastic competition is not permitted outside of the dates provided for in Rule 2, Sections 7, 8 and 10; therefore, a school may not sponsor a team/individual, pay entry fees, provide

transportation, or in any way have a team/individual represent their school outside of the seasonal datelines for that sport in competition against other schools. School equipment may be provided. A coach/team or Student-Athlete may not be sponsored or supported by a school or school-related group (example: Booster Club) when team-interscholastic or individual competition takes place as part of the activity in camps, clinics, recreation programs/independent play. Scrimmages consistent with the Early Season Opening or Regular Season Opening or Regular Season Opening provisions are permitted. (Rule 2, Section11)

- E. Non-School Teams - A member of a school's coaching staff or faculty may not be involved in any way with anon-school team on which there are team members who participated on the freshman, junior varsity, or varsity team of the coaches high school team(s) in that sport until the day after the date of the latest scheduled date for the NJSIAA Championships in the Spring Sports Season. (Rule 2, Section 11)
- F. Participation Limitations Summer Time Frame – Practice sessions during the summer period are the prerogative of the member school within existing regulations.
- G. A coach/team or Student/Athlete may not be sponsored or supported by a school or school-related group (or Booster Club) when team (interscholastic) or individual competition takes place as part of the activity in: camps, clinics, recreation programs/independent lay.

**PARTICIPATION CHART (SUMMER TIME FRAME)**

<u>Camps</u>	<u>Athletes</u>	<u>Coaches</u>	School <u>Sponsor</u>
Team Individual Interscholastic Competition	Yes (1)	Yes (1)	No
 <u>Clinics</u>			
Team/Individual Interscholastic Competition	Yes (1)	Yes (1)	No
 <u>School's Summer Camp(s)</u>			
Practice Only	Yes	Yes	Yes (2)
 <u>Recreation/Independent Programs</u>			
Team/Individual	Yes (1)	Yes (1)	No
 <u>Open-Gym Facility</u>			
Practice Only	Yes	Yes	Yes (2)

(1) Not representing their school.

(2) ONLY FOR THAT SCHOOL'S ATHLETES/PROGRAMS INVOLVING INTRA-SQUAD PRACTICE.

PLEASE NOTE: The NJSIAA does not regulate or sanction non-school activity and to that extent member schools, for their own protection, are encouraged to inform their coaches and athletes of their independent status when involved in said activities. Information supplied to coaches/athletes should include, but not be limited to, issues dealing with eligibility, injuries, insurance and potential litigation on the part of participants and use of the school name or nickname. In addition, coaches/players must be instructed not to use the school name or nickname in any non-school participation.

## PROCEDURE IN THE EVENT OF LIGHTNING

Termination, or temporary suspension, must always take place when an electrical storm is imminent. The decision to terminate or suspend a game/meet/event when an electrical storm is imminent may be made by either the host school or the official.

As noted previously, a chain of command and designated decision-maker should be established for each organized practice and competition.

### Recognition

Coaches, certified athletic trainers, athletes and administrators **must** be educated regarding the signs indicating thunderstorm development. Since the average distance between successive lightning flashes is approximately 2-3 miles, any time that lightning can be seen or thunder heard, the risk is already present. Weather can be monitored using the following methods:

- \* Monitor Weather Patterns - Be aware of potential thunderstorms by monitoring local weather forecasts the day before and morning of the practice or competition, and by scanning the sky for signs of potential thunderstorm activity.
- \* National Weather Service (NWS) - Weather can also be monitored using small, portable weather radios from the NWS. The NWS uses a system of severe storm watches and warnings. A watch indicates conditions are favorable for severe weather to develop in an area; a warning indicates severe weather has been reported in an area and for everyone to take proper precautions.

### Management:

- \* Evacuation - If lightning is imminent or a thunderstorm is approaching, all personnel, athletes and spectators **must** evacuate to available safe structures or shelters. A list of the closest safe structures **must** be announced and displayed on placards at all athletic venues.
- \* Thirty-minute rule - Once lightning/**thunder** has been recognized, it is **mandatory** to wait at least 30 minutes after the last flash of lightning is witnessed or thunder is heard. Given the average rates of thunderstorm travel, the storm should move 10-12 miles away from the area. This significantly reduces the risk of local lightning flashes. Any subsequent lightning or thunder after the beginning of the 30-minute count **must** reset the clock and another count **must** begin.
- \* When one contest is suspended on a site due to thunder being heard and/or lightning being observed, all contests/activities on that site **must** be suspended.

### Education on Lightning Danger

Coaches, athletic trainers, officials, administrators, as well as athletes, **must** be educated regarding the signs indicating nearby thunderstorm development. Generally speaking, it is felt that anytime that lightning can be seen, or thunder heard, risk is already present.

### Criteria for Suspension and Resumption of Activity

**Once lightning has been recognized or thunder heard, by an official, a coach, the host site management personnel, or by a lightning detection system, the game must be suspended immediately with all players, coaches, spectators, and officials directed to appropriate shelters.**

After the suspension, the plan should include strict, documented criteria for the resumption of activities. It is mandatory to wait at least 30 minutes after the last flash of lightning is witnessed or thunder is heard. Any subsequent lightning or thunder after the beginning of the 30-minute count **must** reset the clock and another count **must** begin.

**Once the contest has been suspended, the 30-minute mandatory suspension in play is in effect. If the lightning detection system gives an "all clear signal" prior to the end of the 30-minute suspension time, the contest shall not be resumed until the 30-minute suspension time limit has elapsed, per the NJSIAA and NFHS policy.**

**However, if a member school has a Board policy that states no play/no activity may resume until the lightning detection system gives the "all clear signal" even though the 30-minute suspension time has elapsed per NJSIAA/NFHS rule, that Board policy shall supersede NJSIAA/NFHS policy.**

### Evacuation Plan

All personnel, athletes and spectators **must** be clearly informed of available safe structures or shelters in the event a thunderstorm approaches. A list of the closest safe structures should be announced and displayed on placards at all athletic venues when applicable. The person in authority must be aware of the amount of time it takes to get to each structure and the number of persons each structure can

safely hold. For large events, time needed for evacuation is increased and there must be a method (i.e., announcement over loud speaker) for communicating the need for evacuation and directing both athletes and spectators to the appropriate safe shelters.

**Safe Structures:** The most ideal structure is a fully enclosed, substantial building with plumbing, electrical wiring and telephone service, which aids in grounding the structure. A fully enclosed automobile with a hard metal roof and rolled up windows is also a reasonable choice. School buses are an excellent lightning shelter that can be utilized for large groups of people. However, it is important to avoid contact with any metal while inside the vehicle.

Avoid using shower facilities for safe shelter and do not use showers or plumbing facilities during a thunderstorm as the current from a local lightning strike can enter the building via the plumbing pipelines or electrical connections. It is also considered unsafe to stand near utilities, use corded telephones or headsets during a thunderstorm, due to the danger of electrical current traveling through the telephone line. Cellular and cordless telephones are considered reasonably safe and can be used to summon help during a thunderstorm.

When caught in a thunderstorm without availability or time to reach safe structures, you can minimize the risk of lightning-related injury by following a few basic guidelines:

- \* Avoid being the highest object. Seek a thick grove of small trees or bushes surrounded by taller trees or a dry ditch.
- \* Avoid contact with anything that would be attractive to lightning. Stay away from freestanding trees, poles, antennas, towers, bleachers, baseball dugouts, metal fences, standing pools of water and golf carts.
- \* Crouch down with legs together, the weight on the balls of the feet, arms wrapped around knees, and head down with ears covered.

## **INSURANCE BENEFITS**

**PLEASE NOTE: All active members of the NJSCA also maintain a membership in the NFHS Coaches Association which includes the following insurance benefits.**

### **NFHS - Coaches Association**

#### **Insurance Summary for the NFHS Coaches Association**

**Dissinger Reed is proud to provide insurance and risk management for the NFHS Coaches Association.** With over 30 years of insurance experience for governing organizations and high school associations, Dissinger Reed understands the unique special risks involved with the NFHS and its members. The NFHS and Dissinger Reed have specifically designed an insurance plan to cover Coaches and all registered member Associations. Plan details are as follows:

#### **What are my insurance benefits as a NFHS Coach?**

As a member of the National Federation of High Schools Coaches Association, you are provided with an insurance package which includes General Liability, Accident Medical and Accidental Death and Dismemberment insurance. This insurance package is provided to you as part of your membership dues. There is no additional fee.

#### **What coaches are covered?**

- Individual coaches who are members of the NFHS Coaches Association.
- State coaches' associations that have 100% membership in the NFHS Coaches Association

#### **What activities are covered?**

- Insurance applies only for losses or claims resulting from the coaching or instructing of organized sport or activity programs or coaching individuals on your team. There is no coverage for the organization, operation or sponsorship of camps and clinics or tournaments; nor does it extend to the participants of such events.

- Coaching or instruction must take place in the US where a sport or activity is recognized by the member state high school association or by high schools that follow the state association guidelines.
- If the sport is recognized by the state high school association for men or women, the coach will be covered for coaching that sport for both men and women.
- Coverage applies to strength and conditioning coaches, but only if the coach is employed by a member school of a state high school association. The athletes must be students at the school and participate in a sport that is recognized by the high school association.
- Coverage is extended to youth, recreational and college coaching. The sport, however, must be recognized by the state high school association.

### **NFHS Coaches Association General Liability Insurance Benefit Summary**

- General Aggregate Limit - No Aggregate Limit
- Products-Completed Operations Aggregate Limit \$5,000,000
- Each Occurrence Limit \$1,000,000
- Personal & Advertising Injury Limit \$1,000,000
- Damage to Premises Rented to You \$300,000
- Premises Medical Payments \$5,000
- Sexual Abuse & Molestation – Each Occurrence \$1,000,000
- Sexual Abuse & Molestation – Aggregate \$2,000,000
- Participant Legal Liability \$1,000,000
- Crisis Response – Each Event/Aggregate \$25,000

**Insurance Company Information:** National Casualty Company, AM Best's Rating – A+ (Superior)

### **NFHS Coaches Association Accident Medical Insurance Benefit Summary**

- Maximum Benefit \$50,000
- Deductible \$250
- Maximum Dental Limit Included in Medical Max
- Heart & Circulatory Maximum Benefit \$2,500
- Heart & Circulatory Malfunction Benefit 10%
- Physical Therapy/Chiropractic – per visit \$50
- Physical Therapy/Chiropractic – Maximum per Injury \$2,000
- Durable Medical Equipment – Maximum per Injury \$1,000

- Outpatient Prescriptions – Maximum per Injury \$1,000
- Accidental Death & Dismemberment Benefit \$2,500

**Insurance Company Information:** Hartford Life and Accident Insurance Company, AM Best’s Rating – A (Excellent)

**NFHS Coaches Association Umbrella Liability Insurance Benefit Summary**

- Policy Limit \$1,000,000

To be eligible for the NFHS Coaches Association Umbrella Liability Insurance, all new members of the NFHS Coaches Association must complete the following courses:

- NFHS Fundamentals of Coaching
- NFHS First Aid for Coaching (American Red Cross) or its equivalent
- Fundamentals of Coaching (Sport Specific) or Teaching Sport Skills
- Concussion in Sports - What You Need to Know

All courses and the AIC certification process are accessed at [www.nfhslearn.com](http://www.nfhslearn.com)

**Insurance Company Information:** National Casualty Company, AM Best’s Rating – A+ (Superior)  
*These benefit summaries are for illustration purposes only. For a list of policies provisions, as well as exclusions, please see the full policy.*

For more information regarding on-line courses and certification, please copy the link below.



**Certificate of Insurance:**

Many coaches are required to show proof of liability insurance in order to perform their duties as a coach. [Click here to request a current certificate of liability insurance](#) that, in conjunction with your current NFHS membership, will demonstrate that you are covered by the NFHS Insurance program.

**Plan Administrator**

Dissinger Reed  
 8700 Indian Creek Parkway, Suite 320, Overland Park, KS 66210  
 Toll-Free: 800-386-9183    Tel: 913-491-6385    Fax: 913-491-0527  
[www.dissingerreed.com](http://www.dissingerreed.com)    [www.nfhs.org/dissingerreed](http://www.nfhs.org/dissingerreed)

**For any NFHS Association questions, please contact:** Christian Reed – President  
 Max Biggerstaff – Account Executive  
 Mindee Blount – Business Development

**Claims Questions:** Please call 1-800-441-3994 Dial Option 1 to speak with a Claims Representative.

**Please Note:** For Membership questions, please call the NFHS directly at (317) 972-6900.

## National Federation of High School Associations Coaches Coverage Summary



### General Liability Insurance

Carrier: National Casualty Company  
General Aggregate Limit: No limit  
Each Occurrence Limit: \$1,000,000  
Personal and Advertising Injury Limit: \$1,000,000  
Damage to Premises Rented to You: \$300,000  
Premises Medical Payments: \$5,000  
Sexual Abuse & Molestation – Each Occurrence: \$1,000,000  
Sexual Abuse & Molestation – Aggregate: \$2,000,000  
Participant Legal Liability: \$1,000,000



### Accident Insurance

Carrier: Hartford Life and Accident Insurance Company  
Accident Medical Expense Benefit  
Maximum Benefit: \$50,000  
Deductible: \$250  
Heart & Circulatory Maximum Benefit: \$2,500  
Heart & Circulatory Malfunction Benefit: 10%  
Physical Therapy/Chiropractic – per Visit: \$50  
Physical Therapy/Chiropractic – Maximum per Injury: \$2,000  
Durable Medical Equipment – Maximum per Injury: \$1,000  
Outpatient Prescriptions – Maximums per Injury: \$1,000  
Dental Maximum Limit: Included In Medical Max  
Accidental Death & Dismemberment Benefit: \$2,500



### Umbrella Liability Insurance

Carrier: National Casualty Company  
Policy Limit: \$1,000,000  
Eligibility: Accredited Interscholastic Coach (AIC) certification

Accredited Interscholastic Coach (AIC) certification can be attained by completing the following courses and then applying for and receiving AIC certification:

- Fundamentals of Coaching
- First Aid, Health and Safety for Coaches (or its equivalent)
- Fundamentals of Coaching (Sport Specific) or Teaching sports Skills
- Concussion in Sports – What You Need to Know

All courses and the AIC certification process are accessed at [www.nfhsgo.com](http://www.nfhsgo.com).

### Covered Activities

Insured persons are covered during:

- Coaching or instructing of organized sport or activity programs or coaching individuals on your team.
- Strength and conditioning coaches, only if the coach is employed by a member school of a state high school association and athletes must be students at the school and participate in a sport that is recognized by the state high school association
- Coverage is extended to youth, recreational and college coaching, however, the sport must be recognized by the state high school association
- **Spirit Coaches** covered only while participating in activities sponsored and approved by the school which employs or contracts with the coach
- Premises owned, leased or borrowed by the policyholder
- Travel scheduled, sponsored or supervised by the policyholder

### Claim, Certificate of Insurance and Detailed Coverage Information Contact:

Dissinger Reed  
8700 Indian Creek Parkway, Suite 320  
Overland Park, KS 66210  
Phone: 800-386-9183 or 913-491-6385  
Fax: 913-491-0527  
email: [info@dissingerreed.com](mailto:info@dissingerreed.com)  
[www.dissingerreed.com](http://www.dissingerreed.com)

## CONCUSSION IDENTIFICATION, MANAGEMENT AND RETURN-TO-PLAY

The NJSIAA Concussion Policy mirrors the state law as it pertains to the development of interscholastic athletic head injury safety training program, required measures to protect student athletes with concussions, and the continuing education for athletic trainers.

A student who participates in an interscholastic sports program and who sustains or is suspected of having sustained a concussion or other head injury while engaged in a sports competition or practice shall be immediately removed from the sports competition or practice. A student-athlete who is removed from competition or practice shall not participate in further sports activity until he is evaluated by a physician or other healthcare provider trained in the evaluation and management of concussions, and receives written clearance from a physician trained in the evaluation and management of concussions to return to competition or practice.

Written clearance may take place at game site on game day, if so given by trained physician as stated above. Written release forms, must be present at all practices and competitions. However, once a student-athlete is removed from competition or a practice, only a physician trained in the evaluation and management of concussions can sign off on a written clearance that would allow a concussed or suspected concussed athlete to return. NJSIAA has created a standardized written, RTP, form that will be available on NJSIAA.ORG. When a student athlete is evaluated by a trained physician and is NOT cleared to return to play or practice that day/night, the school district's Return to Play guidelines shall be followed.

Game officials will follow the protocol previously established and disseminated on September 1, 2010, namely upon observing any signs, symptoms or behaviors that are consistent with a concussion, and the signs, symptoms or behaviors are a result of an impact or contact of the player with another person, an object or the ground, the student athlete is immediately removed from play and may not return to play without a written clearance from a physician trained in the evaluation and management of concussions. The mechanics to enforce the rule are as follows:

- Using sound game management procedures and judgment, upon observing a player who exhibits the signs, symptoms or behaviors that are consistent with a concussion, the official shall follow the sport specific guidelines for handling an injured player.
- When appropriate, call time out. If the player's safety is in jeopardy, call time out immediately.
- Beckon the physician/ATC onto the playing surface.
- Observe the injured player.
- Other game officials keep players/others away from the injured player.
- Apprise the physician/ATC of your observations as to the signs, symptoms, behaviors that are consistent with a concussion, including any conversation that you had with the injured player (any questions and answers that took place prior to the physician/ATC arriving).
- Note the game time, score, period or half, player name/number, etc when injury and removal took place (for those sports that officials do not normally keep a game card on their person, begin doing so).
- If the prescribed written clearance form is signed by a physician, and the player returns to play that day/night, the official in charge must obtain a copy of the signed written clearance form and subsequently submit it to the association's keeper of records.



Schools and officials are reminded that NJSIAA is a 100% state, meaning that we follow the playing rules established by the NFHS. Every NFHS sports rule book contains the following:

Any player who exhibits signs, symptoms or behaviors consistent with a concussion (such as loss of consciousness, headache, dizziness, confusion or balance problems) shall be immediately removed from the game and shall not return to play until cleared by an appropriate health-care professional.

#### **TRAINING RELATED TO CONCUSSION:**

NJSIAA member high schools shall ensure that student-athletes, coaches, athletic trainers, and physicians employed by the school district and show proof of satisfactory completion of that training. Officials should receive annual training from their chapters. Concussion training will be applicable towards certified continuing education requirements.

#### **RETURN-TO-PLAY GUIDELINES:**

NJSIAA member high schools that partake in interscholastic athletics shall develop a written plan of policy to address incidents of suspected or actual concussion among participants that are involved in the district programs. A student-athlete who is suspected of sustaining or who has sustained a concussion and/or has become unconscious during an athletic event shall not return-to-play until (s)he meets all of the following criteria:

1. Immediate removal from play and no return-to-play that day.
2. Medical evaluation to determine the presence/absence of concussion.
3. It is recommended that the student-athlete diagnosed with a concussion complete a symptom-free week initiated on the first asymptomatic day before initiating a graduated return-to-play exercise protocol. The student-athlete must be monitored during this time period for any reoccurrence of concussion symptoms.
4. If the student-athlete exhibits a re-emergence of any post-concussion signs or symptoms once they return-to-play, they will be removed from exertional maneuvers and return to his/her primary care physician or the team doctor for reevaluation.
5. If concussion symptoms reoccur during the graduated return-to-play exercise protocol, the student-athlete will return to the previous level of activity that caused no symptoms and then advance as tolerated.
6. Utilization of available tools such as symptom checklists, baseline and balance testing are suggested.

#### **POSSIBLE SIGNS AND SYMPTOMS OF CONCUSSION:**

Signs observed (a member of the coaching staff, athletic trainer, and/or physician) include but are not limited to:

1. Appears dazed, stunned, or disoriented.
2. Forgets plays or demonstrates short-term memory difficulties (e.g. is unsure of the game, score, or opponent.)
3. Exhibits difficulties with balance or coordination.
4. Answers questions slowly or inaccurately.
5. Loses consciousness.
6. Demonstrates behavior or personality changes.
7. Is unable to recall events prior to or after the hit.

Symptoms reported by the student-athlete to a member of the coaching staff, athletic trainer, and/or physician include but are not limited to:

1. Headache.
2. Nausea/vomiting.
3. Balance problems or dizziness.
4. Double vision or changes in vision.
5. Sensitivity to light or sound/noise.
6. Feeling of sluggishness or foggy.
7. Difficulty with concentration, short-term memory, and/or confusion.
8. Irritability or agitation.
9. Depression or anxiety.
10. Sleep disturbance.

## **GRADUATED RETURN-TO-PLAY EXERCISE PROTOCOL**

- Step 1 No activity, complete physical and cognitive rest. The objective of this step is recovery.
- Step 2: Light aerobic exercise, which includes walking, swimming or stationary cycling, keeping the intensity < 70% maximum percentage heart rate; no resistance training. The objective of this step is increased heart rate.
- Step 3: Sport-specific exercise including skating, and/or running drills; no head impact activities. The objective of this step is to add movement.
- Step 4: Non-contact training drills involving progression to more complex training drills (e.g. passing drills). The student-athlete may initiate progressive resistance training.
- Step 5 Following medical clearance, participation in normal training activities. The objective of this step is to restore confidence and assess functional skills by the coaching staff.
- Step 6: Return to play involving normal exertional or game activity.

**Reference:** Consensus Statement on Concussion in Sports, 3<sup>rd</sup> International Conference on Concussion in Sport held in Zurich, November 2008. *Clinical Journal of Sport Medicine*, Volume 19, No. 3 May 2009, pp. 185-200.

**FINAL STATEMENTS:** The NJSIAA recognizes that although outside of our purview, student-athletes must also return to the classroom post-concussion. NJSIAA member high schools shall recognize that the aforementioned signs and symptoms of concussion also impact the student-athlete in his/her academic pursuits which can have a deleterious effect on his/her ability to function in the classroom, learn new material, complete homework and study for tests. Parents/guardians should also be aware that driving may be impaired during the post-concussion period.

This NJSIAA policy is a dynamic document which will be altered or amended as new clinical research becomes available

## **NJSIAA Pre-Season Heat Acclimatization REQUIREMENTS for Secondary School Athletics (Adopted by the NJSIAA in June 2011)**

### **DEFINITIONS**

Before participating in the preseason practice period, all student-athletes should undergo a pre-participation medical examination administered by a physician (MD or DO) or as required/approved by state law. The examination can identify predisposing factors related to a number of safety concerns, including the identification of youths at particular risk for exertional heat illness.

The heat-acclimatization period is defined as the initial 14 consecutive days of preseason practice for all student-athletes. The goal of the acclimatization period is to enhance exercise heat tolerance and the ability to exercise safely and effectively in warm to hot conditions. This period should begin on the first day of practice or conditioning before the regular season. Any practices or conditioning conducted before this time should not be considered a part of the heat-acclimatization period. Regardless of the conditioning program and conditioning status leading up to the first formal practice, all student-athletes (including those who arrive at preseason practice after the first day of practice) should follow the 14-day heat-acclimatization plan. During the preseason heat acclimatization period, if practice occurs on 6 consecutive days, student-athletes should have 1 day of complete rest (no conditioning, walk-throughs, practices, etc.).

Days on which athletes do not practice due to a scheduled rest day, injury, or illness do not count toward the heat-acclimatization period. For example, an athlete who sits out the third and fourth days of practice during this time (e.g. Wednesday and Thursday) will resume practice as if on day 3 of the heat-acclimatization period when returning to play on Friday.

A practice is defined as the period of time a participant engages in a coach-supervised, school-approved, sport- or conditioning-related physical activity. Each individual practice should last no more than 3 hours. Warm-up, stretching, and cool-down activities are included as part of the 3-hour practice time. Regardless of ambient temperature conditions, all conditioning and weight-room activities should be considered part of practice.

A walk-through is defined as a teaching opportunity with the athletes not wearing protective equipment (e.g. helmets, shoulder pads, catcher's gear, shin guards) or using other sport-related equipment (e.g. footballs, lacrosse sticks, blocking sleds, pitching machines, soccer balls, marker cones). The walk-through is not part of the 3-hour practice period, can last no more than 1 hour per day, and does not include conditioning or weight-room activities.

A recovery period is defined as the time between the end of 1 practice or walk-through and the beginning of the next practice or walk-through. During this time, athletes should rest in a cool environment, with no sport- or conditioning-related activity permitted (eg, speed or agility drills, strength training, conditioning, or walk-through). Treatment with the athletic trainer is permissible.

### **THE 14-DAY HEAT ACCLIMATIZATION PERIOD**

#### Core Principles:

1. Days 1 through 5 of the heat-acclimatization period consist of the first 5 days of formal practice. During this time, athletes may not participate in more than 1 practice per day.
2. If a practice is interrupted by inclement weather or heat restrictions, the practice should recommence once conditions are deemed safe. Total practice time should not exceed 3 hours in any 1 day.
3. A 1-hour maximum walk-through is permitted during days 1–5 of the heat-acclimatization period. However, a 3-hour recovery period should be inserted between the practice and walk-through (or vice versa).
4. During days 1–2 of the heat-acclimatization period, in sports requiring helmets or shoulder pads, a helmet should be the only protective equipment permitted (goalies, as in the case of field hockey and related sports, should not wear full protective gear or perform activities that would require protective equipment). During days 3–5, only helmets and shoulder pads should be worn. Beginning on day 6, all protective equipment may be worn and full contact may begin.
  - A. Football only: On days 3–5, contact with blocking sleds and tackling dummies may be initiated.
  - B. Full-contact sports: 100% live contact drills should begin no earlier than day 6.
5. Beginning no earlier than day 6 and continuing through day 14, double-practice days must be followed by a single-practice day. On single-practice days, 1 walk-through is permitted, separated from the practice by at least 3 hours of continuous rest. When a double practice day is followed by a rest day, another double practice day is permitted after the rest day.
6. On a double-practice day, neither practice should exceed 3 hours in duration, and student-athletes should not participate in more than 5 total hours of practice. Warm-up, stretching, cool-down, walk-through, conditioning, and weight-room activities are included as part of the practice time. The 2 practices should be separated by at least 3 continuous hours in a cool environment.
7. Because the risk of exertional heat illnesses during the preseason heat-acclimatization period is high, we strongly recommend that an athletic trainer be on site before, during, and after all practices.



**SPECIAL INVITATION TO JOIN NJSCA: BENEFITS**

- \*Insurance - \$1,000,000 coverage
- \*Membership in NFHS Coaches Association - The National Organization
- \*Reduced costs at clinics
- \*Eligibility for NJSIAA and NJSCA Sports Committees
- \*Consideration for NJSCA Hall of Fame recognition

[www.njsiaa.org](http://www.njsiaa.org)

**INDIVIDUAL MEMBERSHIP APPLICATION**

*OCTOBER 1, 2017 - SEPTEMBER 30, 2018*

Name: \_\_\_\_\_

School/Place Coached: \_\_\_\_\_

School Address: \_\_\_\_\_  
\_\_\_\_\_

***This membership includes liability insurance covering all in-school, out-of-school and non-school coaching***

Conference: \_\_\_\_\_

Home Address: \_\_\_\_\_

Work Phone: \_\_\_\_\_

\_\_\_\_\_

Fax #: \_\_\_\_\_

Home Phone: \_\_\_\_\_

Email: \_\_\_\_\_

Cell #: \_\_\_\_\_

Do you teach in the district? (Circle) Yes / No      Send information to: (Circle) Home/School

BOYS or GIRLS YRS.	SPORT COACHED	SCHOOL/ORGANIZATION	LEVEL	# OF
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1. \_\_\_\_\_

2. \_\_\_\_\_

3. \_\_\_\_\_

**PLEASE ENCLOSE YOUR CHECK FOR \$30.00 PAYABLE TO NJSIAA/NJSCA.**

**Return to: NJSCA  
PO Box 487, 1161 Route 130  
Robbinsville, NJ 08691**

**NOTE: 10 or more coaches from same school district, membership is reduced to \$25.00 per coach. (Batch must be submitted by school.)**

**Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

*Your signature is required in order to qualify for the insurance coverage.*

- \*\*Please Note:**
- 1) Needs to be a sport covered by the NJSIAA.
  - 2) Does not include organizational responsibilities for camps or clinics.

FOR OFFICE USE: \_\_\_\_\_

# 2017-2018

## NJSIAA

### RULES INTERPRETERS

<u>Sport</u>	<u>Interpreter</u>	<u>Home Telephone</u>	<u>Business Telephone</u>
Baseball	Craig Yetman	(732) 690-7532	--
Basketball	Art Jackson	(856) 797-2238	(609) 923-3753
Bowling	Dave Clampffer	--	(407) 242-1420
Cross-Country	Carl Rickershauser	(856) 428-0185	--
Fencing	Jeffery Bukantz	--	(973) 615-2150
Field Hockey	Charlotte Heenan	(856) 547-8065	(856) 261-6408
Football	William Surdovel	(732) 974-6967	(732) 915-8168
Golf	Steve Skinner	--	(856) 223-2790
Gymnastics	Barbara Wallace	--	(856) 228-0296
Ice Hockey	Bob Triebe	(973) 299-0895	--
Lacrosse (Men)	Tom Carr	(908) 782-4940	(908) 328-2228
Lacrosse (Women)	Maureen Dzwil	--	(609) 472-9130
Skiing	Gus Picariello	(973) 682-2815	(973) 682-2815
Soccer	Derek Von Langen	(908) 769-8560	(908) 731-2936
Softball	Allison Munch	(856) 629-9003	(609) 221-3392
Swimming/Diving	Burt German	(856) 663-0641	--
Tennis	James Forst	(609) 432-9751	--
Track and Field	Carl Richershauser	(856) 428-0185	--
Volleyball	Sharon Hughes	(973) 904-1388	(973) 389-4106
Wrestling	Roy Dragon	(908) 429-1676	(908) 231-8660 ext. 2206

### New Jersey State Interscholastic Athletic Association

P.O. Box 487, 1161 Route 130 North, Robbinsville, New Jersey 08691

Phone: (609) 259-2776

Fax: 609.259.3047

Web: [www.njsiaa.org](http://www.njsiaa.org)

### **STEVEN J. TIMKO** – *Executive Director*

#### **LARRY WHITE**

*Assistant Director*

#### **JACK DUBOIS**

*Assistant Director*

#### **KIM DEGRAW-COLE**

*Assistant Director*

#### **COLLEEN E. MAGUIRE**

*Director of Finance*

#### **BILL BRUNO**

*Assistant Director*

#### **AL STUMPF**

*Assistant Director*

#### **MICHAEL ZAPICCHI**

*Project Manager*





# COACHES CODE OF ETHICS

NFHS COACHES ASSOCIATION

The function of a coach is to educate students through participation in interscholastic competition. An interscholastic program should be designed to enhance academic achievement and should never interfere with opportunities for academic success. Each student-athlete should be treated as though he or she were the coach's own, and his or her welfare should be uppermost at all times. Accordingly, the following guidelines for coaches have been adopted by the NFHS Coaches Association.

**The coach** shall be aware that he or she has a tremendous influence, for either good or ill, on the education of the student-athlete and, thus shall never place the value of winning above the value of instilling the highest ideals of character.

**The coach** shall uphold the honor and dignity of the profession. In all personal contact with student-athletes, officials, athletic directors, school administrators, the state high school athletic association, the media, and the public, the coach shall strive to set an example of the highest ethical and moral conduct.

**The coach** shall take an active role in the prevention of drug, alcohol and tobacco abuse.

**The coach** shall avoid the use of alcohol and tobacco products when in contact with players.

**The coach** shall promote the entire interscholastic program of the school and direct his or her program in harmony with the total school program.

**The coach** shall master the contest rules and shall teach them to his or her team members. The coach shall not seek an advantage by circumvention of the spirit or letter of the rules.

**The coach** shall exert his or her influence to enhance sportsmanship by spectators, both directly and by working closely with cheerleaders, pep club sponsors, booster clubs and administrators.

**The coach** shall respect and support contest officials. The coach shall not indulge in conduct which would incite players or spectators against the officials. Public criticism of officials or players is unethical.

**Before and after contests**, coaches for the competing teams should meet and exchange cordial greetings to set the correct tone for the event.

**The coach** shall not exert pressure on faculty members to give student-athletes special consideration.

**The coach** shall not scout opponents by any means other than those adopted by the league and/or state high school athletic association.